

개인 및 가족 서비스 프로그램요청 명단- 비응답  
Individual and Family Services Program Request List – No Response

수혜자/의뢰인의 이름과 주소

수혜자/의뢰인 대리인의 이름과 주소

개인 및 가족 서비스 프로그램(IFSP) 요청 명단에 올려달라는 귀하의 등록 요청은 \_\_\_\_\_에  
주전역요청 명단 데이터자료에 등록되었습니다.

귀하는 이 번에 개인 및 가족 서비스 프로그램에 대해 평가를 받아야 하는 사람으로 확인되었습니다. 저희 발달  
장애부(Division of Developmental Disabilities)에서 \_\_\_\_\_일과 \_\_\_\_\_일에  
연락을 드렸습시다만 귀하로부터 회답을 받지 못했습니다.

아직도 개인 및 가족 서비스 프로그램으로부터 서비스를 받으시는 데 관심이 있으시면 \_\_\_\_\_까지  
귀하의 케이스 매니저에게 연락해 주시기 바랍니다.

위에 저희가 말씀드린 날짜까지 DDD 에 반드시 연락을 해주셔야만 IFS 프로그램에 고려될 수 있습니다. 그  
때까지 연락을 하지 않으시면 귀하의 이름은 IFSP 요청 명단에서 삭제될 것입니다.

감사합니다.

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케이스 리소스 매니저

전화번호

이메일 주소

동봉물: DSHS 22-038 소책자

## **FOR DSHS USE ONLY**

### **Instructions For the Individual and Family Services Program Request List Removal Letter – No Response**

#### **When is this form letter used?**

This form letter is used to notify the client and the NSA client representative his/her name will be removed from the IFSP Request List when there has been no response to the DDD Case Manager regarding the opportunity to receive the IFS Program.

#### **Who will complete this form letter?**

The Case Manager will complete this form letter after two documented attempts have been made to contact the client and the NSA and there has been no response. The two dates when you attempted to contact the client and the NSA must be included in the letter. You must also include the date this letter is mailed to the client and the NSA. You document your attempts to contact them in the client's SER. The Case Manager must sign the letter and include their telephone and e-mail contact information.

#### **Who will be sending this form letter?**

The Case Manager will mail this letter to the client and the NSA contact.

#### **What is sent with this form letter?**

The Case Manager will include the full text of the IFSP Brochure. (See "Enclosure" at the bottom of the form letter).

#### **What happens if the client or the NSA does not contact the Case Manager by the date specified in the letter?**

If the client or the NSA does not contact the case manager by the specified date, the client will be removed from the IFSP Request List.

#### **How does the Case Manager determine the specific end date for the client to respond?**

The date at the top of the letter is the date the Case Manager mailed the letter. The specified end date for the client to respond is ten (10) calendar days from the date the letter was mailed.

#### **What happens if the client or the NSA contacts the Case Manager by the date specified in the letter?**

If the Case Manager is contacted by the client or the NSA before the date specified for removal from the IFSP Request List, the Case Manager will proceed with assessing the client's eligibility to be offered the ISF Program.

#### **Does the Case Manager need to send a Planned Action Notice in order to remove the client from the IFSP Request List?**

- If the client and the NSA received a Denial PAN when the request for IFSP services was first made then no new PAN is needed. The client already received the right to appeal the denial of the service.

**OR**

- If the Denial PAN for the request of IFSP services was never given to the client and the NSA the Case Manager must send a Denial PAN for IFSP. The form letter is only for the purpose of notifying the client his/her name will be removed from the IFSP Request List.

#### **Where does the Case Manager file a copy of this IFSP Request List removal letter?**

This is an official department notice. A copy of the letter is placed in the legal section of the client's case file.